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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

12 pages

IN REPLY REFER TO

OPNAVINST 11000.12B
OP-446
10 September 1991

OPNAV INSTRUCTION 11000.12B

From: Chief of Naval Operations

Subj: NAVY SELF-HELP BRONZE HAMMER AWARD

Ref: (a) OPNAVINST 11000.8H

Encl: (1) Bronze Hammer Award Eligibility, Award Categories and
Nomination Procedures
(2) Bronze Hammer Award Sample Submission Format

1. **Purpose.** To provide information on nomination procedures, evaluation of nominees, and presentation of the Navy Self-Help Bronze Hammer Awards. This instruction is a complete revision and should be read in its entirety.

2. **Cancellation.** OPNAVINST 11000.12A.

3. **Background.** Bronze Hammer Awards are awarded to recognize activities which make outstanding contributions to improve the Naval Shore Establishment by effective use of local self-help forces. The self-help program is governed by reference (a).

4. **Award Criteria**

a. Recognition will be given to activities or units which make significant progress in self-help improvements through optimal use of available resources. Achievement will be judged on the quality of completed improvements, the ingenuity exercised in execution of the program, and the command's support of the self-help program, including funding, manpower, and material.

b. The awards are not restricted solely to shore activities responsible for facilities carried on their own Class II plant account records. Tenant activities, fleet units, reserve units, Navy community groups, and other similar organizations are also eligible for awards.



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c. Enclosure (1) contains information on eligibility, award categories, and nomination procedures. Enclosure (2) provides a sample format for use in submitting nominations.

5. **Action**

a. **Major Claimants shall:**


(1) Conduct a competition annually to select the best activities in their claimancy using the categories contained in enclosure (1). Those winners will be the claimants' nominees for the Chief of Naval Operations (CNO) Navy-wide competition. Only one nomination in each category may be submitted by each major claimant. The competition will be based on the past calendar year's self-help performance.

(2) Submit nominations to CNO with a copy to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) following the schedule in enclosure (1).

(3) Recognize nominees and subsequent winners through established public affairs programs, naval correspondence, and appropriate award presentation ceremonies.

b. **COMNAVFACENGCOM** shall provide staff support to the CNO in the execution of the Bronze Hammer Award Program.

6. **Report**. The reporting requirement contained in this directive is exempt from reports control by SECNAVINST 5214.2B.



P. W. DRENNON
by direction

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**BRONZE HAMMER AWARD
ELIGIBILITY, AWARD CATEGORIES, AND NOMINATION PROCEDURES**

1. Eligibility

a. Naval shore activities having military real property Class II accounts are eligible for consideration for Bronze Hammer Activity Awards as discussed in paragraph 2a.

b. Activities and organizations not eligible within the above criteria may be nominated for Bronze Hammer Special Awards as discussed in paragraph 2b.

c. Bronze Hammer Awards are not applicable to activities under the command of the Commandant of the Marine Corps.

2. Award Categories

a. **Activity Awards.** Four classifications exist within this award category. Classifications are based upon total enlisted strength of the shore activity, including tenants, and the availability of a Construction Battalion Unit (CBU) in the immediate area. Classifications are as follows:

(1) Large Activity, CBU in the Immediate Area. Those shore activities with an enlisted allowance greater than 1000 and a CBU within 30 miles.

(2) Large Activity, no CBU in the Immediate Area. Those shore activities with an enlisted allowance greater than 1000 and no CBU within 30 miles.

(3) Small Activity, CBU in the Immediate Area. Those shore activities with an enlisted allowance less than 1000 and a CBU within 30 miles.

(4) Small Activity, no CBU in the Immediate Area. Those shore activities with an enlisted allowance less than 1000 and no CBU within 30 miles.

b. **Special Awards.** This award category recognizes outstanding self-help contributions by any tenant activity, fleet unit, naval reserve unit, community group, or similar organization, that does not fall within the activity award category above. Nominations may be based on specific accomplishments with significant impact or for sustained contributions over an extended period of time.

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c. Nominations should be submitted following the schedule in paragraph 3.

d. CNO will announce the winner and runner up in each classification of Activity Awards and Special Awards. Announcement will be made by official Navy communication and through releases to appropriate media. Winners will be announced following the schedule outlined in paragraph 3.

3. Schedule

a. Activity and special awards will submitted following the schedule:

DATE	ACTION
15 JAN	Activities submit nomination packages to Major Claimants by this date.
15 JAN TO 15 FEB	Major Claimants select nominees for Navy wide competition.
1 MARCH	Major Claimant nominations submitted to CNO with copy to COMNAVFACENGCOM (Attn: Code 063) for participation in the Navy wide competition.
1 MAY	The CNO announces the Bronze Hammer Award winners in each category.

4. Nomination Packages

a. Nomination packages for activity and special awards will contain a major claimant nomination letter and detailed information on the accomplishments of the nominees. The nomination package must contain the following.

(1) Evaluation Information - a summary of the resource utilization and program effort.

(2) Project Summary - compilation of all manpower and materials used on projects completed.

(3) Individual Project Documentation - a detailed summary of each project, including project description, labor breakdown, and benefit of the work to the activity.

b. Photos showing the project area before, during, and after construction provide valuable information and inclusion is strongly encouraged.

c. A sample format with guidelines is provided as enclosure (2).

**BRONZE HAMMER AWARD
SAMPLE SUBMISSION FORMAT**

EVALUATION INFORMATION

I. Resource Utilization

A. Excluding organized construction units, what is the average on-board enlisted strength for both host and tenant activities?

B. How many of the above personnel are not considered eligible for assignment to the self-help program?

C.	<u>Seabee</u>	<u>Non-Seabee</u>
1. How many activity man-days were used for self-help?	_____	_____
2. How many tenant man-days were used for self-help?	_____	_____
3. How many outside man-days were used for self-help?		
Construction Battalion Units (CBUs)	_____	_____
Naval Mobile Construction Battalions (NMCBs)	_____	_____
Reserve NMCBs	_____	_____
Other Military Services (if any)	_____	_____

D. What types of resources were used (funding, materials, etc.) and in what quantity/at what level?

E. What Occupational Field 13 (Seabee) assistance from out-side sources has been requested and from whom? What support has been provided from these sources?

F. Are base Occupational Field 13 (Seabee) assets being used? Explain how they are being employed.

II. Program Effort

- A. Has an annual self-help execution plan based on long range goals been established and is it being used on an active and continuing basis? Who manages this plan?
- B. Who coordinates the self-help program? What experience/training does he/she have for this duty?
- C. How are projects coordinated with the base master plan?
- D. Are the projects designed to enhance the life and working conditions of Navy Personnel? How are the improvements made visible to the activity personnel?

III. Results of Effort

- A. How has the activity exercised ingenuity and innovation in execution of the self-help program? Explain any innovative ideas used.
- B. Is there interest given to the program at all levels of command? How does the command generate interest in the self-help program?
- C. How does the local self-help program attempt to involve all members of the Navy community? (Hosts, tenants, family housing, etc.)
- D. In addition to normal work accomplishments, have there been any significant contributions by after hours volunteers?
- E. If applicable, does the local CBU provide technical guidance, direction, and/or supervision of self-help efforts?

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PROJECT SUMMARY

Activity Name:

Activity Total Enlisted Allowance:

Tenant Total Enlisted Allowance:

Activity Occupational Field 13 (Seabee) Allowance:

Tenant Occupational Field 13 (Seabee) Allowance:

Projects Title	Mandays Expended Self-Help Seabee	Material In Place (\$1,000)
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Activity Totals:

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INDIVIDUAL PROJECT DOCUMENTATION

1. Location:
2. Project Title:
3. Project Description:
4. Fund Source:
5. Total Funds Expended on the Project:
6. Composition of Work Force for this Project:

Total Self-Help	_____
Total Seabees	_____
Total Personnel	_____

7. Mandays expended on this Project:

Total Self-Help	_____
Total Seabees	_____
Total Mandays Expended	_____

8. Project Status:

Project Start Date	_____
Project Completion Date	_____

9. Plans and Specifications Provided by:
10. Benefits to station and impact on morale: